

## Instructions For CCC-962

### ***TOBACCO TRANSITION PAYMENT PROGRAM SUCCESSOR-IN-INTEREST CONTRACT***

After obtaining a Tobacco Transition Payment Program (TTPP) account with Commodity Credit Corporation (CCC) using CCC-963, a person or entity intending to succeed to any TTPP contract will use CCC-962 to effect the transfer of the TTPP contract from one party to another.

Submit the original of the completed CCC-962 in hard copy to Tobacco Division, 1400 Independence Avenue, SW, Stop 0514, Washington, DC; or by facsimile to (202) 720-1288. In order to submit this form by facsimile you must have submitted an original signature on FSA-237, Facsimile Signature Authorization and Certification.

***A person or entity that intends to succeed to any TTPP contract will complete Parts A, B, C, and D, Items 1 through 26, of CCC-952 in order to effect the transfer of the contract from one party to another.***

#### ***Items 1 - 26***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
<b>Part A Transferor</b>	<b>Complete Part A, Items 1 through 9, if you are a TTPP contract holder.</b>
1 Existing Contract Number	Enter all 12 numeric characters of the existing TTPP contract number.
2 TTPP Account Number	Do not complete Item 2 if you are the original TTPP contract holder because you do not have an account.  If you are a successor transferring a TTPP contract to another successor, enter all (XX?) numeric digits of the account number that was assigned to you by CCC after you registered using CCC-963.
3A Name and Address	Enter your name and address, including the ZIP code.
3B Tax ID Number	Enter your tax identification number.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
4 Telephone Number	Enter your telephone number, including the area code.
5 FAX Number	Enter your FAX number, including the area code.
6 E-mail Address	Enter your e-mail address.
7 Signature of Transferor	Enter the signature of the transferor.
8 Date	Enter the date you completed and signed Part A of the CCC-962 in the following format: MM-DD-YYYY
9 TTPP Contract Information	<p>If you are the holder of the original TTPP contract (that is a contract that was issued in a Farm Service Agency office), check 'YES' and then check whether the contract is a Quota Holder or a Producer contract.</p> <p>If you are not the holder of the original TTPP contract, check 'NO' and then check whether the contract is a Quota Holder or a Producer contract.</p>
<b>Part B Successor</b>	<b>Complete Part B, Items 10 through 16, if you are succeeding to a TTPP contract.</b>
10 Name and Address	Enter your name and address, including the ZIP code.
11A TTPP Account Number	Enter the TTPP account number that was assigned to you after you registered using CCC-963.
11B Tax ID Number	Enter your tax identification number
12 Telephone Number	Enter your telephone number, including the area code.
13 FAX Number	Enter your FAX number, including the area code.
14 E-mail Address	Enter your e-mail address.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
15 Signature of Successor	Enter the signature of the successor.
16 Date	Enter the date you completed and signed Part B of the CCC-962 in the following format: MM-DD-YYYY.
<b>Part C Immediate Transfer to Third Party</b>	<b>If the successor in Part B is immediately transferring the contract identified in Part A to a third party, that third party will complete Part C, Items 17 through 23.</b>
17 Name and Address	Enter your name and mailing address, including the ZIP code.
18A TTPP Account Number	Enter the TTPP account number that was assigned to you after you registered using CCC-963.
18B Tax ID Number	Enter your tax identification number.
19 Telephone Number	Enter your telephone number, including the area code.
20 FAX Number	Enter your FAX number, including the area code.
21 E-mail Address	Enter your e-mail address.
22 Signature of Subsequent Successor	Enter the signature of the subsequent successor.
23 Date	Enter the date you completed and signed Part C of the CCC-962 in the following format: MM-DD-YYYY
<b>Part D Approval Notification</b>	<b>Complete Part D if you completed Parts A, B, and/or C and want to know if the CCC-962 has been approved.</b>
24 Method of Notification	Check all that apply.
25	<b>Submit only page 1 of the CCC-962. The information in Item 25 is</b>

Fld Name / Item No.	Instruction
Submit CCC-962	subject to change.

*Part E is for CCC use only.*